



# MEDIA ADVISORY

STATE OF TENNESSEE  
DEPARTMENT OF HUMAN SERVICES

FOR IMMEDIATE RELEASE

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SEPTEMBER 1, 2005

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**ATTENTION: CALENDAR EDITORS**

## **STARTING A CHILD CARE BUSINESS SMALL BUSINESS DEVELOPMENT SERIES 2005**

**WHAT:** The Tennessee Child Care Facilities Corporation (TCCFC) is conducting a five part series of informative seminars focusing on the ABC's of starting and operating a child care business. Topics include: Legal Aspects of a Business, The Planning Stage-Developing a Business Plan, Record Keeping and Accounting/Tax Planning, The Balancing Act: Developing a Budget, Wage/Hour & Labor Standards for Childcare Operators, Marketing: How to Identify & Build Enrollment, Building Design, Renovation & Construction, Personnel: Finding Staff & Building a Successful Team, Licensing, The STAR Quality Program, Certificate Program, Identifying Financial Resources.

**WHEN:** September 17, September 24, October 1, October 8, and October 15  
9:00 a.m. – 12:30 p.m.

**WHERE:** Norris Road Church of Christ  
1055 Norris Road, Memphis, TN 38115

**MORE:** The classes will focus on the legal aspects of operating a business in early childhood programs, establishing a for profit or not-for-profit business, creating a business plan, why record keeping and tax planning is important, is there enough funds to operate and sustain my childcare business? These small business seminar hours can be used to satisfy the training required by DHS Licensing. Pre-registration is requested.

**Cost of the session is \$100 Early Bird Special payable before September 9, per/person or all 5 classes or \$25 per/person per class.**

The Tennessee Child Care Facilities Corporation (TCCFC) was established in 1989 by the Tennessee General Assembly to assist in meeting the financial needs of Tennessee's child care industry. In addition, TCCFC conducts training seminars and workshops in the area of small business management and organizational development.

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